



February 5, 2004

OKLAHOMA BULLETIN NO. 270-4-2

SUBJECT: IRM – USB Keys and 3½” Disk Storage Devices

Purpose: Instructions for ordering USB Keys and 3½” Disk Storage Devices.

Expiration Date: September 30, 2004

The new computers that are currently being installed do not contain 3½” floppy disk drives. The CCE Deployment Team does have a portable 3½” USB drive that is approved for order. The CCE Deployment Team also recommends no more than one (1) of these be purchased per Service Center.

The USB key, which is a portable storage device, is becoming a popular means of transferring data between work stations. It plugs into a USB port on a workstation and can then be used like a floppy disk, except that it will hold the equivalent of about 175 3½” floppies. No additional software is needed if the workstation is running Windows XP. They are not intended for long-term data storage, but for transfer of files.

To place an order for the 3½” floppy or USB storage keys, please submit a signed AD-700 with a justification statement through your supervisor. If your supervisor concurs, the AD-700 will be forwarded to the IT Staff. The IT Staff must submit each AD-700 for a Technical Approval (TA) number from CCE.

Each NRCS employee should also be reminded that every purchase of computer related equipment (i.e., mouse, keyboard, USB devices, etc.) must have a TA number. These items may not be purchased on the government credit card without a properly signed AD-700 and TA number.

/s/ (Leslie R. Conner – Acting)

M. DARREL DOMINICK
State Conservationist

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